

**United States Department of  
Agriculture  
Animal and Plant Health Inspection Service  
Washington, D.C. 20250**

**SENIOR EXECUTIVE SERVICE RECRUITMENT ANNOUNCEMENT**

**Vacancy Announcement Number:** APHIS-SES-04-06

**\*\*\* THIS VACANCY ANNOUNCEMENT HAS BEEN AMENDED TO INCLUDE POSITION SERIES 0401, 0403 AND 0701. EXTENDED CLOSING DATE TO NOVEMBER 4, 2004. \*\*\***

**Position (Title/Series):** Director, Center for Veterinary Biologics, ES-0401/0403/0701

**Organization, Location/Duty Station:**

Animal and Plant Health Inspection Service  
Veterinary Services  
Ames, IA

**Opening Date:** August 30, 2004

**Closing Date:** November 4, 2004

Area of Consideration:

**"All Qualified Persons"**

For more information contact:

Tracey H. Brown/Lillie F. Westbrooks  
USDA, Marketing & Regulatory Programs/  
Human Resources Enhancement Branch/Room 1726-S  
Telephone: 202-720-3010/202-690-3014

***SENIOR EXECUTIVE SERVICE***

This position is in the Senior Executive Service (SES), Career Reserved. Only one position will be filled under this announcement. Positions in the SES are not graded. The salary range is \$104,927- \$145,600 per annum. SES employees are also eligible for bonuses and awards based on performance. Veteran's preference is not applicable to the SES. Selectee is subject to a one-year probationary period, unless currently serving

under an SES appointment. Visit [www.opm.gov/ses](http://www.opm.gov/ses) for additional information and benefits for SES employees.

**WHY WORK FOR APHIS:** The Animal and Plant Health Inspection Service (APHIS) is a dynamic, innovative agency of the U.S. Department of Agriculture. APHIS is responsible for protecting and promoting U.S. agricultural health, administering the Animal Welfare Act and carrying out wildlife damage management activities. You can help prevent or eliminate animal pests and diseases that threaten the production of food and fiber or endanger human health throughout the world. APHIS, Veterinary Services protects and improves the health, quality, and marketability of our nation's animals, animal products and veterinary biologics by preventing, controlling and/or eliminating animal diseases, and monitoring and promoting animal health and productivity.

APHIS is an emergency response agency. This means that all Agency employees may be asked or assigned to participate in rotating temporary duty assignments to support emergency programs at some time during their careers with APHIS. It is difficult to predict the frequency with which such emergency situations may occur- and could range from several emergencies in a year to none the course of many years. In the event that you are called upon to support an emergency program, this may require irregular working hours, and may include duties other than those specified in your official position description. While some emergency program support assignments may be able to be performed at the employee's current duty station, in other cases employees may be asked to go on-site to a temporary duty station location. In addition, it may be necessary for employees to participate in multiple rotations to an emergency program assignment. Attempts will be made to keep disruption to the employee to a minimum. To learn more about our agency, our exciting mission, vision, and guiding principles, please visit [www.aphis.usda.gov](http://www.aphis.usda.gov).

**Duties include :** As the Director, Center for Veterinary Biologics (CVB), the incumbent participates with the Deputy Administrator, VS, in the formulation, administration, and monitoring of the mission, goals, policies, and strategic planning of the Animal and Plant Health Inspection Service (APHIS) programs oriented to protect and improve the health, quality, and marketability of the nation's animals, animal products and veterinary biologics by preventing, controlling, and/or eliminating animal diseases, and monitoring and promoting animal health and productivity. The incumbent is responsible for all aspects of the Veterinary Biologics Program, nationwide. Through subordinate officials, the Director (a) develops, directs and implements regulations and policy for establishment and product licensure, facilities and product inspections, and compliance and; (b) formulates, organizes, and executes national licensing guidelines, national testing functions, and national inspection processes. The incumbent provides scientific leadership in the planning, organizing, developing, implementing, and evaluating a multi-discipline veterinary biologics program, to be applied to animal management programs at the International, Federal, State and local levels. The incumbent provides leadership in negotiations with cooperating foreign counterparts, state officials, industry groups, and other individuals in the development, revision, adoption, and maintenance agreements concerning the veterinary biologics program and its application to the

health of animals worldwide. The Director is responsible for the internal organization and overall operation of the programs in the Center.

**A. EXECUTIVE CORE QUALIFICATIONS – Please address these Executive Core Qualifications (ECQs). Detailed information on the ECQs and Key Characteristics may be found at: [www.opm.gov/ses/handbook.html](http://www.opm.gov/ses/handbook.html).**

**ECQ 1 LEADING CHANGE** – encompasses the ability to develop and implement an organizational vision which integrates key national and program goals, priorities, values and other factors. Inherent to it is the ability to balance change and continuity—to continually strive to improve customer service and program performance within the basic Government framework, to create a work environment that encourages creative thinking, and to maintain focus, intensity and persistence, even under adversity.

**ECQ 2 LEADING PEOPLE** – Involves the ability to design and implement strategies which maximize employee potential and foster high ethical standards in meeting the organization's vision, mission, and goals. Please be sure to describe your accomplishments in Equal Employment Opportunity (EEO) and/or CIVIL RIGHTS. This includes opportunities provided to minorities and women to receive grants and/or contracts, employment and advancement, training, award recognition, and program benefits.

**ECQ 3 RESULTS DRIVEN** – Stresses accountability and continuous improvement. It includes the ability to make timely and effective decisions and produce results through strategic planning and implementation and evaluation of programs and policies.

**ECQ 4 BUSINESS ACUMEN** – Involves the ability to acquire and administer human, financial, material, and information resources in a manner which instills public trust and accomplishes the organization's mission and to use new technology to enhance decision making.

**ECQ 5 BUILDING COALITIONS/COMMUNICATION** – Involves the ability to explain, advocate, and express facts and ideas in a convincing manner, and negotiate with individuals and groups internally and externally. It also involves the ability to develop an expansive professional network with other organizations, and to identify the internal and external politics that impact the work of the organization.

**B. MANDATORY TECHNICAL QUALIFICATIONS (all applicants must address):**

1. Experience that demonstrates a broad knowledge of national and international animal health activities. Examples might include: knowledge of rulemaking procedures and requirements for government programs on animal health; knowledge of international organizations and standards germane to Animal Health Programs; skills in applying regulatory principles to preventing and controlling animal disease outbreaks; or ability to incorporate principles of risk assessment into planning and evaluating programs.

2. Demonstrated knowledge in biological science, microbiology, and/or veterinary medical sciences. Example might include: a degree in biological sciences, chemistry, microbiology, veterinary medicine, veterinary sciences, or medical sciences; or knowledge of the application of allied sciences (i.e., virology, bacteriology, immunology, pathology, and entomology).

3. Knowledge of technologic changes developed and approved by Animal Health Programs to detect, control, and eradicate animal disease which can affect domestic animals. Examples might include: knowledge of strategies and procedures used for the detection of endemic, foreign, or emerging animal diseases; ability to recognize technologic and scientific gaps in Animal Health Programs; or skill in motivating employees and programs managers to adopt improved methods of doing business.

### **C. Required Basic Education Requirements for this position.**

For the 0401 General Biological Science Series:

Degree: Biological sciences, agriculture, natural resource management, chemistry, or related disciplines appropriate to the position, OR combination of education and experience--courses equivalent to a major, as listed above, plus appropriate experience or additional education.

For the 0403 Microbiology Series:

Degree: Microbiology; biology; chemistry, or basic medical science that included at least 20 semester hours in microbiology and other subjects related to the study of microorganisms, and 20 semester hours in the physical and mathematical sciences combining course work in organic chemistry or biochemistry, physics, and college algebra, or their equivalent, OR combination of education and experience--courses equivalent to a major in microbiology, biology, chemistry, or basic medical science that included courses as shown above, plus appropriate experience or additional education.

For the 0701 Veterinary Medical Science Series:

Degree: Doctor of Veterinary Medicine or equivalent degree at a school approved or accredited by the American Veterinary Medical Association (AVMA), a State Department of Education, or a State Board of Veterinary Medical Examiners.

Graduates of a foreign veterinary medical school who do not meet the requirements specified above must furnish proof of (a) graduation from a veterinary medical school, and (b) the ability to communicate in and comprehend the English language, and (c) passing the written examination in veterinary medicine given through the AVMA'S Educational Commission for Foreign Veterinary Graduates (ECFVG) or the U. S. National Board of Veterinary Medical Examiners. Proof of English language proficiency may be met by (1) achieving a total score on the Test of English as a foreign Language of at least 550 with a listening comprehension score of at least 60 points (2) earning an advanced degree (i.e., an MS or Ph.D.) at a U. S. college or university, or (3) graduating from a U. S. or Canadian English-speaking high school. Exceptions to these requirements are as follows:

Certificates held by veterinarians who qualified between 1965 and 1972, under the program of the educational Commission for Foreign Veterinary Graduates will be honored.

Veterinarians who are graduates of foreign veterinary colleges which are included on the September 1, 1963, list entitled, 'Foreign Veterinary Colleges Evaluated by the Council on Education, American Veterinary Medical Association,' and who entered the United States or Canada and qualified as eligible for private practice or Federal employment on or before December 31, 1972, will be accepted.

In addition to the D.V.M. degree, one year of progressively responsible veterinary experience equivalent to at least the next lower grade lever, OR successful completion of graduate study in an accredited college or university, in a field of veterinary or related science (i.e., microbiology, parasitology, pathology, immunology, or other speciality).

**HOW TO APPLY -- All applicants are required to submit the following information. The initial competition and identification of candidates to be interviewed will be made solely on the basis of this material. Candidates who do not submit complete packages as indicated below will not be considered.**

1. Application for Federal Employment, OF-612 or Resume that includes all specific information that your application must contain (see "Applying for a Federal Job" and forms at [www.opm.gov/forms/html/of.asp](http://www.opm.gov/forms/html/of.asp)).
2. A Supplemental Applicant Statement which addresses **EACH** of the ECQs and technical qualifications individually. Please include your name and the vacancy announcement number on each page of the supplemental applicant statement. The purpose of this statement is to provide you, as an applicant, the opportunity to elaborate on your experience, training, and specifically, significant achievements which relates to the ECQs and technical qualifications being used to identify the best qualified candidates for this vacancy. DO NOT simply repeat entries from other parts of your application package. Please provide complete responses to executive core and technical qualifications.  
Visit [www.opm.gov/ses/writingstate.html](http://www.opm.gov/ses/writingstate.html) for additional guidance on writing your Supplemental Applicant Statement. When addressing the five ECQs the total length of your statement must not exceed 10 pages.
3. If you are a Senior Executive Service Candidate Development Program graduate, submit proof of the Office of Personnel Management's certification and a narrative statement addressing only the mandatory technical qualifications.
4. If you are a current or former SES member, submit documentation of SES status and a narrative statement addressing only the mandatory technical qualifications.
5. **A copy of your most recent supervisory appraisal of performance.**

**TO APPLY:** Send the application package described above to:

USDA, Animal & Plant Health Inspection Service  
Marketing & Regulatory Programs-Business Services  
Human Resources Enhancement Branch  
Attention: Tracey H. Brown  
1400 Independence Avenue, SW, Room 1726-S  
Washington, DC 20250  
Fax: (202) 720-5703

**Please be sure to include the announcement number on your application. Application, performance appraisal and supplemental information must have arrived at the “Contact” address above by the closing date of November 4, 2004.**

**DUE TO MAIL COMPLICATIONS, WE STRONGLY ENCOURAGE APPLICANTS TO FAX OR DELIVER THEIR APPLICATIONS TO THE ABOVE ADDRESS. TO CHECK ON THE STATUS OF YOUR APPLICATION, CALL (202) 720-3010 OR (202) 690-3014.**

**ADDITIONAL INFORMATION:**

1. This position is covered under the post-employment restriction of the Ethics in Government Act of 1978 (P.L. 95-521). This law also requires the selectee to file an Executive Personnel Financial Disclosure Report (Standard Form 278), within 30 days of appointment.
2. Applications sent in U.S. Government postage-paid envelope and submitted through Federal Agency courier services will not be considered.

3. Male applicants born after December 31, 1959, must be registered with the Selective Service System before they can be employed by an executive agency of the Federal government. This requirement does not apply to Agency employees appointed before November 8, 1985.
4. The 1993 Hatch Act Reform Amendments prohibit oral and written political recommendations for Federal jobs.
5. All application forms are subject to the provisions of the Privacy Act and become the property of USDA.
6. SECURITY CLEARANCE: Continued service in this position is subject to a satisfactory background investigation.
7. DRUG TESTING: Incumbent of this position may be required to submit to urinalysis to screen for illegal drug use on an ongoing basis after appointment, as directed.
8. LETTERS OF REFERENCE: Selectee may be required to submit 2 letters of recommendation.

### ***ELIGIBILITY REQUIREMENT***

Consideration for competitive selection for this position is open to all persons within the area of consideration who meet the basic qualifications. Race, color, age, national origin, gender, sexual orientation, political beliefs, religion, marital or family status, disability, and other nonmerit factors will not be considered.

### ***EVALUATION METHOD***

Applicants who meet the mandatory requirements in items A (Executive Core Qualifications), and B (Mandatory Technical Qualifications) above will be considered qualified for this position. Rating and ranking to determine the "**best qualified**" will be conducted by a panel of experts and will be based upon consideration of the degree to which applicants meet the mandatory knowledge, skills, and abilities described in items A and B. Interviews and qualifications inquiries may be required. The executive core qualifications of the selectee are subject to prior approval by the Office of Personnel Management.

The U.S. Department of Agriculture (USDA) is an Equal Opportunity Employer. USDA prohibits discrimination in all its programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication or program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at 202-720-2600 (voice and TDD).

Reasonable Accommodation: This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency at (202) 720-3010 or (202) 690-3014. The decision on granting reasonable accommodation will be on a case-by-case basis.